



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)
HEADQUARTERS

F. No.: IMU/VIG/44/2/2023

Dt. 29.08.2025

Vigilance Circular 2/2025

Sub: Observance of "Vigilance Awareness Week (VAW)-2025"

Ref: (i) CVC Circular No. 04/08/2025 dtd.01.08.2025

(ii) Action Plan for Vigilance Awareness Campaign 2025

1. The Central Vigilance Commission vide its circular no. 04/08/2025 dated 01.08.2025 has informed that this year, the "Vigilance Awareness Week, 2025" would be observed from 27.10.2025 to 02.11.2025 with the theme:

"Vigilance: Our Shared Responsibility"

2. As a prelude to Vigilance awareness week 2025, the commission has directed to undertake a three-month campaign from 18.08.2025 to 17.11.2025 on Preventive Vigilance with focus on the following areas:
 - a) Disposal of pending complaints
 - b) Disposal of pending cases
 - c) Capacity Building programs
 - d) Asset Management
 - e) Digital initiatives
3. HoDs of IMU-HQ and the Campus Directors are requested ensure that the Action Plan for Vigilance Awareness Campaign 2025 is followed in letter and spirit with effective participation from all the employees of IMU.
4. The IT section of the IMU HQ and the respective campuses shall display information about the observance of Vigilance Awareness Week – 2025 in the official website(s) and social media handles.
5. The Campus Directors and the Vigilance Coordinator of HQ are requested to submit the action taken report in the prescribed format so as to reach the CVO by 21.11.2025

This issues with the approval of CVO.

Encl. Action Plan

M.S.Ky
29/08/2025

Assistant Registrar (Vigilance)

To:

1. Registrar/CoE/FO(i/c)
2. All Campus Directors

Copy to:

1. Vice Chancellor
 2. Pro Vice-Chancellor
 3. CVO
 4. IT Manager
 5. Notice Boards
 6. File
- } For kind information please.

INDIAN MARITIME UNIVERSITY- CHENNAI

F. No.: IMU/VIG/44/2/2023

Date: 29/08/2025

ACTION PLAN FOR VIGILANCE AWARENESS WEEK 2025

S. No	Preventive Vigilance Areas	Action Plan	Action to be taken by
1.	Capacity Building Programs	Conducting Training programs on the following: i. Investigation & Report ii. Framing of Charge sheet	Vigilance Section, IMU-HQ Resource Person: Dr. Vennam Upender, Post Master General, Kurnool Region, Andhra Pradesh Circle
2.	Completion of iGOT courses	A. Ethics: i. Practicing Excellence ii. Code of Conduct for Government Employees iii. Ethics and Values B. Integrity: i. Practicing Excellence ii. Vigilance Administration C. Attitudinal Change i. Purpose-Driven Leadership ii. Self-Leadership iii. Understanding Motivation iv. Stress Management D. Cyber Hygiene i. Stay Safe in Cyber Space ii. Cyber Security and Strategy iii. Cyber Hygiene E. Public Procurement i. Public Procurement Framework of GOI ii. Procurement of Goods iii. Procurement of Services, Works and Contract Management iv. Procurement Services	1. All Regular employees are requested to complete at least one training program in each module during the campaign period (18/08/2025 to 17/11/2025) and submit the Certificate. 2. Reporting Officers are requested to ensure for compliance.
3.	Asset Management	Particulars of Review (Fixed assets) i. Whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules. ii. In case of property under lease, whether lease agreements are available and periodically reviewed iii. Whether encroachments have been identified and future plan of action drawn for such properties	Estate Officer of IMU-HQ and campuses

M.S.K
29/08/2025

		Particulars of Review (Movable Assets) i. Whether inventory of assets (plant and machinery, office equipment, vehicles, sundry items etc.) and physical assets are reconciled as per extant rules ii. Whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules	Purchase Section of IMU-HQ and Campuses
4.	Digital initiatives	To ensure websites are updated and contain all proper and relevant information. In addition, the following initiatives are proposed	IT Technical Support to be extended by CISO & IT Manager, IMU-HQ
		i. Online System for monitoring of Bills (individual & Vendors)	Purchase Section of IMU-HQ & Campuses
		ii. LTC Application	Establishment Section
		iii. Residential Accommodation allotment	Estate Officers
		iv. Guest House booking	
5.	Integrity Pledge and e-Pledge	Integrity Pledge will be taken by all officers/Employees during the Vigilance Awareness Week, 2025	Campus Directors and Vigilance Section at HQ are requested to submit the report along with photographs.

Campuses are requested to submit the Action Taken Report in the Reporting Formats mentioned at Table-5 to Table-9 of the CVC Circular No. 04/08/25 dated 01/08/2025.

M.S.Ky
29/08/2025